

APPENDIX G

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| CHECKLIST OF <u>SPECIAL REQUIREMENTS</u> AND <u>RANKING CRITERIA</u> FOR FY2007 CDBG PUBLIC FACILITIES PROJECTS |
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The following is a checklist for CDBG applicants for public facilities projects to make sure that all of the applicable *Special Requirements* and *Ranking Criteria* 1-7 have been addressed. (See *Appendix F* concerning the *General Requirements*.)

The left-hand column on the form below must be filled out, as applicable, by local government grant applicants. Applicants must cite the page reference in their application where the *Special Requirements* are addressed in your application.

The **right-hand column** informs applicants where the Special Requirements (middle column) are addressed in the CDBG Public Facilities Application Guidelines and in the Uniform Application for Montana Public Facility Projects (Fifth Edition, October 2005).

| Cite Page Reference in your application -- or indicate that the requirement is Not Applicable | <u>SPECIAL REQUIREMENTS</u> FOR PUBLIC FACILITIES PROJECTS (Chapter V, Section B, page 19 and following) | Page Reference in <u>CDBG Public Facility Application Guidelines and Appendices</u> -- and/or <u>Uniform Application for Public Facilities</u> |
|--|---|---|
| | 1. Capital Improvements Plan (not required) | 17-19, 33-34, 57 |
| | 2. Coordination with TSEP (Treasure State Endowment Program) – if an applicant is seeking CDBG FFY 2005 funds as well as TSEP 2005 funds for the same project | 19-20 |
| | 3. Payment of Hookup Charges and Special Assessments | 20 |
| | 4. Projects Involving Non-profit <u>or</u> For-profit entities <u>or</u> a Public Agency as a subrecipient | 22, Appendix N |
| | <u>CDBG RANKING CRITERIA 1-7</u> AND THEIR REQUIREMENTS (Chapter V, Section C, page 23 and following) | 23 and following |
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| | <u>Ranking Criterion 1:</u> COMMUNITY PLANNING AND CITIZEN PARTICIPATION | 26 |
| | Community Needs Assessment Process | 26-29,33 |
| | Citizen Participation | 29, 34, Appendix Q (Q-14 through Q-18) |
| | National and State CDBG Objectives | 35-36, Appendices B and C |

| Cite Page Reference in your application -- or indicate that the requirement is <u>Not Applicable</u> | | Page Reference in <i>CDBG Public Facility Application Guidelines and Appendices</i> -- and/or <i>Uniform Application for Public Facilities</i> |
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| | <u>Ranking Criterion 2:</u> NEED FOR PROJECT | 37 |
| | Uniform Application For Montana Public Facilities Projects (Fifth Edition) | Introduction (page i), 37 |
| | Preliminary Engineering Report (PER) or Water, Wastewater, Storm Water, and Solid Waste Projects | 37 (and <i>Uniform Application</i>) |
| | Preliminary Architectural Report (PAR) for New Construction or Rehabilitation of Existing Buildings | 38, Appendix S |
| | <u>Ranking Criterion 3:</u> PROJECT CONCEPT AND TECHNICAL DESIGN | 44 |
| | <i>For Water, Wastewater, Storm Sewer or Solid Waste Projects:</i> | 44 |
| | Uniform Application For Montana Public Facilities Projects (Fifth Edition) | Introduction (page i), 44 |
| | Preliminary Engineering Report (PER) for Water, Wastewater, Storm Water, and Solid Waste Projects | 44 (and <i>Uniform Application</i>) |
| | Water Meters | 44 |
| | <i>For Other Public Facility Projects:</i> | 45 |
| | Special Design Considerations | 45, Appendix S, Appendix I (<i>CDBG Housing Guidelines</i>) |
| | New Construction of Buildings | 45, Appendix S |
| | Rehabilitation of Buildings | Appendix S |
| | Applications Submitted On Behalf of Subrecipient Entities -- Non-profit <u>or</u> For-profit entity <u>or</u> a public agency | 61, Appendix N |
| | <u>Ranking Criterion 4:</u> COMMUNITY EFFORTS | 56 |
| | Description of past local efforts to resolve the public facilities problem with local resources and non-financial community efforts -- in addition to the financial information given in Section C of the Uniform Application for Montana Public Facilities Projects | 57 |
| | Local Government Resolution committing local public funds or resources to the proposed project | Appendix O |

| Cite Page Reference in your application -- or indicate that the requirement is <u>Not Applicable</u> | | Page Reference in <u>CDBG Public Facility Application Guidelines and Appendices</u> -- and/or <u>Uniform Application for Public Facilities</u> |
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| | Ranking Criterion 5: NEED FOR FINANCIAL ASSISTANCE | 59 |
| | Local Match Requirement (or waiver request and hardship documentation) | 59-61 |
| | Description of Local Contributions | 59 |
| | Limitation on funds per LMI Household | 61 |
| | <u>Target Rate Analysis</u> (for <i>Water, Wastewater, Storm Sewer and Solid Waste Projects</i>) | 59 (and <i>Uniform Application</i>) |
| | <u>Gap Analysis</u> (for <i>Other Projects such as Senior Centers, Nursing Homes, Fire Halls, including applications submitted on behalf of a non- profit entity or for-profit company or a public agency that would be a subrecipient in the proposed project</i>): ... Provide detailed information on the subrecipient entity/agency and its budget and manner of operation; ... Provide a narrative response to applicable ranking issues for Criterion 5; and ... Provide all the information requested in Appendix N. | 62, Appendix N, (and <i>Uniform Application</i>) |
| | Ranking Criterion 6: BENEFIT TO LOW AND MODERATE INCOME | 71 |
| | CDBG Benefit to LMI Form ~ Completed, included. ~ Consistent with the LMI narrative and supporting documentation provided. | 71-75, Appendix K (Instructions K-1 through K-4; LMI Form: K-5) |
| | For indirect (area wide) LMI benefit situations: ... Documentation that the LMI benefit claimed meets CDBG requirements: ____ (1) Document that the area is principally residential ____ (2) Verify LMI with HUD data, <u>or</u> ____ (3) Verify LMI benefit with local LMI survey ... <i>If local income surveys were conducted:</i> ____ Summary results and a description of the methodology are provided ____ Correct LMI income levels used ____ Copy of the survey results ____ Minimum sample size met ____ Sample was random or included total Population. | 72 |

| Cite Page Reference in your application -- or indicate that the requirement is <u>Not Applicable</u> | Ranking Criterion 6: ... Continued | Page Reference in <u>CDBG Public Facility Application Guidelines and Appendices</u> -- and/or <u>Uniform Application for Public Facilities</u> |
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| | For <u>direct financial assistance to LMI</u> or <u>limited clientele benefit situations</u>: Documentation that the LMI benefit claimed meets CDBG requirements: ____ The clientele is presumed to be LMI under HUD regulations, <u>or</u> ____ The applicant will confirm the LMI status of beneficiaries and limit benefits to only LMI persons. | 72 |
| | Ranking Criterion 7: IMPLEMENTATION AND MANAGEMENT | 76 |
| | Environmental Checklist | 78 (and the <i>Uniform Application</i> , Section D) |
| | Financial Management System | 76, Appendix Q (Q-10, Q-11) |
| | Firm Commitment of Funds | 78, Appendix O |
| | Legal Jurisdiction and Authority | 76 |
| | Management Capacity | 76 |
| | Project Management Plan | 77, Appendix M |
| | Implementation Schedule | 77, Appendix M |
| | Budget and Budget Narrative (explanation and justification for each line item in the budget) | 81, Appendix D (and the <i>Uniform Application</i> , Section C) |
| | Explanation and Justification of Percentage of the Proposed Budget To Be Used for Project Administration | 81 |
| | Impacts or Benefit to Low and Moderate Income Persons | 81 |
| | Long-term Management | 82 |
| | Procurement | 83, Appendix Q (Q-12, Q-13) |
| | Acquisition, Demolition, Relocation, and Displacement | 83, Appendix Q (Q-2) |
| | Special Requirements for Projects Involving A Non-profit <u>or</u> For-profit Organization <u>or</u> Public Agency, including: ~ Description of Organization, ~ Bylaws, ~ Description of Services, ~ Description of Non-Profit Management, ~ Biographies of Principals, ~ and items referenced in pages cited (right-hand column) | 78 (with references to the <i>Uniform Application</i> , Sections A, B, C) and Appendix N |
| | Payment of Hookup Charges and Special Assessments | 79 |
| | Program Income Plan | 79, 83 and Appendix R |
| | Status of Past and Current CDBG-funded Projects | 83 |

